

**APPLICATION INSTRUCTIONS
FOR THE OFFICE OF CHIEF JUDGE
OF THE
DISTRICT OF COLUMBIA COURT OF APPEALS AND THE SUPERIOR COURT OF THE DISTRICT OF
COLUMBIA**

Please read these instructions carefully. If you have any questions, contact the Judicial Nomination Commission (“Commission” or “JNC”) Executive Director at: dc.jnc@dc.gov or 202-879-0478.

Candidate Qualifications

Pursuant to D.C. Code § 1-204.31(b), an individual must be a judge in regular active service in the court in order to be eligible for appointment as Chief Judge of that court. The Commission will only consider applications of individuals who fully meet the qualifications. All candidates must undergo a background investigation.

Term of Service as Chief Judge

A chief judge of a District of Columbia court is designated for a term of four years, with two exceptions:

- No term as chief judge may extend beyond the chief judge’s term of appointment as a judge of a District of Columbia court.
- Each chief judge serves until a successor chief judge is appointed.

Notice

The JNC will issue a Notice of Vacancy in the Office of Chief Judge (when the incumbent does not seek redesignation), or a Notice of Expiration of Chief Judge’s Term (in all other circumstances), with sufficient time to provide for an orderly process and transition. Notices will be distributed to members of the affected court, as well as through the JNC’s media list and online.

Application Requirements

The Notice provides the deadline for applications and nominations. To be considered, candidates must either be nominated, or must submit a statement of interest by the deadline. **NOTE:** While any individual, organization, or bar association may nominate a candidate for chief judge, the candidate must first consent to the nomination.

All statements of interest or nominations must be in writing. They must specifically address qualifications relevant to the office of Chief Judge, including the candidate’s (a) interest in court administration, (b) administrative ability and experience, (c) ability to lead the court and to promote a sense of cooperation and collegiality among the judges, the court staff, and other entities, (d) ability to promote confidence in the court and the judicial system, and (e) ability to provide intellectual leadership.

JNC will conduct a background investigation on candidates, and will solicit relevant financial and personal information. All candidates, including those nominated, must submit **by the application deadline** forms authorizing the release of information.

A complete application package includes:

Item	Send to JNC	Send to Commissioners
Statement of Interest or Written Nomination*	<ul style="list-style-type: none"> Original (paper) PDF via email 	<ul style="list-style-type: none"> PDF via email
JNC Form 22 – Identification Form	<ul style="list-style-type: none"> Original and one copy (paper) 	<ul style="list-style-type: none"> n/a
JNC Form 23 – General Release	<ul style="list-style-type: none"> Original and one copy (paper) 	<ul style="list-style-type: none"> n/a
JNC Form 24 – IRS Tax Check Waiver	<ul style="list-style-type: none"> Original and one copy (paper) 	<ul style="list-style-type: none"> n/a
JNC Form 25 – DC Tax Check Waiver	<ul style="list-style-type: none"> Original and one copy (paper) 	<ul style="list-style-type: none"> n/a
JNC Form 26 – Release (notarized)	<ul style="list-style-type: none"> Original (notarized) and one copy (paper) 	<ul style="list-style-type: none"> n/a
JNC Form 27 – Medical Certification	<ul style="list-style-type: none"> Original (signed by medical practitioner) and one copy (paper) 	<ul style="list-style-type: none"> n/a
MPD Criminal History Request (PD Form 70)	<ul style="list-style-type: none"> Original and one copy (paper) 	<ul style="list-style-type: none"> n/a

All forms shall be signed, dated, and, where required, notarized.

A hard copy original and one copy of the application materials must be received no later than the posted deadline by the District of Columbia Judicial Nomination Commission, Attention: Executive Director, 515 5th Street, NW, Suite 235, Washington, DC 20001.

*Items marked with an asterisk must also be sent electronically by the deadline **as separate files** to the JNC Executive Director at dc.jnc@dc.gov and to each Commission member. The email subject line shall read as follows: APPLICANT NAME – Chief Judge Vacancy Application Materials. Contact information for Commission members is found at jnc.dc.gov

All application materials must be received no later than twelve o'clock p.m. (12:00 p.m.) on the date stated in the Notice of Vacancy/Term Expiration.

Background Checks

The application materials include releases that must be signed and returned by the deadline to the Commission. These releases authorize JNC to secure background information on candidates, including

credit checks, FBI checks, tax checks, employment and education verification, bar membership and disciplinary history, among other matters.

Publication of Candidates' Names

By submitting a statement of interest, or consenting to a nomination, candidates authorize the Commission to publicly announce their identity as a candidate for the office of chief judge, and to seek public input on their fitness for this office. Candidates are identified on the Commission's website, in a press release, and in communications from the Commission seeking public input.

Letters of Recommendation and Public Input

The Commission solicits and welcomes public input on candidates. Letters should be from individuals who can attest to the candidate's qualifications for the office of chief judge. Letters must be signed, on letterhead, if the author is writing on behalf of an organization, and include an email address. Letters must be submitted by the author (not the candidate) and must be received by the Commission by the date indicated in the Notice. Letters may be sent by mail, fax, courier, or email to the Commission's Executive Director.

The Commission does not disclose copies of any letters of recommendation, letters of support, or endorsements.